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**2018**

**President's Annual Report**

Continuous Progress

Toward Institutional Goals

Submitted to the

*Itawamba Community College*

**Board of Trustees**

May 14, 2018



**Dr. Jay Allen**

**President**



# *Itawamba Community College*

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## President's Accomplishments Summary

Much of the year was spent building relationships internally and externally through visits with groups and individuals; service on boards; attendance at various councils, committees, and community events; and invitations for speaking engagements. With a focus on the College, I made a significant effort to appear at as many College events as possible. This included sporting events, musical and theatrical performances, honors and awards, and other student activities to show my support for the faculty, staff, programs, and students. My connection to local industry was strengthened through many executive visits and manufacturing site tours.

The Listening Tour, which culminated in 21 interactive sessions with students, faculty, staff, and community leaders, was vital to the formulation of my vision. These meetings focused on discerning what made ICC great in the past and what we need to work on in the future. I am encouraged by what I found and excited to further the College's potential through the work that lies ahead.

As a result of the listening sessions and other efforts to learn the institution, I have implemented the following changes:

- Reinstated the College Council monthly meeting during the academic year with senior leadership, deans and directors in an effort to improve communication flow.
- Provided leadership for the creation of coffee shops in our bookstores to meet students' needs, create more of a sense of community on Campus, and generate more foot traffic in the bookstores.
- Provided leadership for the renovation of Sheffield Residence Hall to reshape our students' experience and decrease student complaints.
- Provided leadership for the adoption of open source instructional materials, e-books and the sale of iPads in our bookstores. This will modernize instructional technology and lower student book expense.
- Provided leadership for the concluding efforts of a successful SACSCOC accreditation visit that should result in a full accreditation letter in July.
- Instituted some restructuring of positions, titles, and departments to better utilize ICC's talent, meet the demands of a competitive environment, improve efficiency and effectiveness, and reduce personnel costs.

Please review the following pages in the President's Accomplishments Summary to see the highlighted results of each division's impact on the College. Some of the efforts include engagement and scholarly opportunities, new career pathways and programs, work and learn apprenticeships, new recruiting efforts, entrepreneurial initiatives, and continued community outreach and fundraising. The remainder of this report categorizes, by division, the planning efforts and employee results that demonstrate progress on the College's Strategic Initiatives and Institutional Goals for FY 2018.



# Accomplishment Highlights By Division

## INSTRUCTIONAL SERVICES – Dr. Michelle Sumerel, Vice President

- New program approved for enrollments fall 2018: **Hospitality Management Technology**.
- Instructional Services sponsored new student programs and organizations during 2017-2018 to increase student engagement and success: Honors Program, Book Club, Communication Chiefs, Political Science Club and the Travel Program.
- The Summer Bridge Program successfully piloted a Co-requisite program that more effectively moved successfully students that were not college-ready through the college-level courses of College Algebra and English Composition I.

## STUDENT SERVICES – Dr. Brad Boggs, Interim Vice President

- Sheffield Hall Dormitory Renovation of **22** suites to eliminate five and four-person occupancy rooms to a maximum of three-person occupancy. This will improve student retention.
- Campus Police- Purchased MSWIN radios for each campus locations. This provides Campus Police with the ability to communicate with all local police, fire, and EMS services and to communicate with other campus locations.
- Recruiting- **Friday Night Lights** recruiting campaign for both traditional and nontraditional students. This initiative began in fall 2017. It implemented ICC personnel staged with a recruiting tent and signage to distribute recruiting information at high profile football game events at the district high schools.
- Athletics- Ladies Softball finished as season state champions. ICC hosted the MACJC state tournament and Ladies Softball finished as runner-up in the state tournament.
- Bass Club- ICC's club ranked 45th in the nation out of 251 colleges and universities that range from Division I universities to community colleges. In February 2018, the club participated in an FLW Tour Open on Lake Seminole, in Bainbridge, GA. The team of Parker Humber from Tusculumbia, AL and Carlos Welch from Baldwin, MS finished **12th** out of 188 boats. The team of Humber and Welch qualified for the 2019 FLW National Championship. In April 2018, the team finished **24th** out of 265 boats from 29 different states and qualified for the B.A.S.S. National Championship on Lake Tenkiller in Talequah, Oklahoma during July 2018. The club hosted **two** Youth Bass Tournaments for anglers 6-12<sup>th</sup> grades.

#### **DEVELOPMENT & PLANNING – Wayne Sullivan, Vice President**

- Belden Buildout Tool & Die and Robotics: **30,093** square feet at a cost of **\$1,278,109** with a 60% match from ARC and 40% local. Square foot cost of **\$42.47**.
- Belden Buildout Phase II: **31,193** square feet at a cost of **\$999,990** with a 48% match from ARC and 52% local. Square foot cost of **\$32.06**.
- Sheffield Hall Dormitory Renovation of **22** suites to eliminate five and four-person occupancy rooms to a maximum of three-person occupancy. Total square feet renovated of **44,080** at a cost of **\$533,000** or a square foot cost of **\$12.09**.

#### **FINANCE – Sandi South, Executive Director**

- Enhanced operations by adding electronic submission of annual budgets, PayPal virtual terminals for credit card processing, and purchasing card for accounts payable.

#### **HUMAN RESOURCES & ADMINISTRATION – Tim Senter, Executive Director**

- Purchased and implemented a new time record keeping system called TimeClock Plus that improves efficiency with payroll, overtime, and requests for leave.
- Added the Print Shop service of t-shirt printing for campus events, bookstore, and promotions. This saves expense by completing projects in-house that were previously out-sourced to third parties.
- Implemented a change in the Open Enrollment timeframe to be less confusing and more beneficial to the College and employees.

#### **ECONOMIC & COMMUNITY SERVICES – Dr. Joe Lowder, Dean**

- CAMT-(Careers in Advanced Manufacturing and Technology) program: In partnership with Three Rivers Planning and Development District, the Community Development Foundation, and twelve industry partners, ICC collaborated and developed a groundbreaking new program called **CAMT**. The program will connect ICC Career and Technical students to area companies to serve in two-year, non-registered apprenticeships. Three Rivers PDD committed \$250,000 in WIOA funds to provide **\$5,000** per apprenticeship per year with the goal of **50** apprenticeships in two years. This innovative program could become a new model for the state.
- BOS (Business Office Specialist) Pathway program: The multi-faceted **business pathway** will allow students to gain computer, accounting and human resource skills. This pathway will result in QuickBooks and Microsoft Office Specialist certifications and the first class achieved large enrollment numbers.



- ASQ (American Society of Quality) Certification Pathway program: This **manufacturing pathway** will allow students to move beyond basic manufacturing skills into quality management and advanced curriculum will help experienced manufacturing professionals achieve higher-level **ASQ certifications**.
- NCCER (National Center for Construction Education & Research) Construction Core pathway program: This **construction pathway** will result in **NCCER construction** certifications. Three industry partners participate and hire graduates. Students from the first three classes have found a high level of success in finding a job. This program was taught at Monroe County Jail for the first time and will be a great option for other county jail facilities.
- ICC DECS helped our region achieve **national recognition when Site Selection magazine** rated two Itawamba Community College counties as top producers in the nation of the ACT National Career Readiness Certificates (NCRC). Monroe County rated as the **#4 Rural County** in the nation, and Lee County rated as the **#4 Micropolitan** in the nation. This builds on ICC's reputation as a top NCRC producer in the state of Mississippi, and now one of the top in the nation thanks to the work of our Workforce and WIN Job Center staff.

#### **INSTITUTIONAL RESEARCH & ACCOUNTABILITY, SACSCOC LIAISON – Liz Edwards, Director**

- Achieved a **successful accreditation off-site report** in March 2017 and on-site visit by SACSCOC in October 2017 with the reaffirmation of accreditation letter expected July 2018. The College will be accredited until 2028.

#### **STRATEGIC PLANNING & INSTITUTIONAL EFFECTIVENESS – Amy Cappleman, Director**

- Supported the president in documenting information received from The ICC Potential, a **twenty-one stop Listening Tour**, where Dr. Allen met with students, faculty, staff, and community members including business and industry leaders, elected officials, and local educators. The final reporting is a qualitative study based on information received from the listening tour about what makes ICC great and where efforts should focus in the future.
- The second year of the 2016-2020 Strategic Plan was implemented in the spring of 2017. Of the **twenty-five** original outcomes of the plan, **seven** have been completed or implemented, **three** are in a permanent "ongoing" state, **twelve** are in progress.

#### **COMMUNITY RELATIONS – Dr. Jan Reid-Bunch, Executive Director**

- Provided leadership for:
  - **Three** President's Meet & Greets.
  - Live with the Tribe TV show.
  - Freshman Run.

- Meet the Tribe Event.
- Above the Bar campaign & commercials.
- ICC Potential commercial.
- Employee Award Ceremony
- Revision of Board Policy GBQ-R-Employee Retirement Recognition.
- Bluegrass Concert
- Coordinated and collaborated on **30+ events**, receptions, activities, campaigns, commercials, videos, and marketing materials.
- Established a Spirit Shack at soccer and basketball games.
- Served over **1,400** Alumni members including **61** new members.

<b>Alumni Association Officers and Directors 2017-2018</b> President – Melba Applewhite , Tupelo President-elect – Karen McFerrin , Mantachie Secretary/Treasurer – Donna Thomas, Belden Immediate Past President – Monica Aldridge, Tupelo		
<u>Chickasaw County</u> Stacy Chapman, Houston John Lee Lyles, Houston  <u>Itawamba County</u> Joey Cox, Fulton Dan McCrimon, Fulton  <u>Lee County</u> W. E. Boggs, Saltillo Tammy Harrington, Tupelo	<u>Monroe County</u> Bunky Goza, Amory Tommy Griffith, Amory  <u>Pontotoc County</u> Lee Hatcher, Pontotoc Chuck Howell, Pontotoc  <u>Out of District</u> Jeff Cagle, New Albany Bobby Griffin, Booneville	<u>Permanent Committee</u> Melba Aron, Houlika Richard Davis, Fulton Robert Goza, Houston Bill Jackson, Pontotoc Norma Kilgore, Houston Noel McWhirter, Pontotoc Rep. Bill Miles, Fulton Bobby Mooneyham, Houston Larry Pate, Fulton Dr. Amanda Summers, Mantachie Delbert Turner, Jr., Baldwyn Gary Walker, Tupelo

**ICC Foundation – Jim Ingram, Director**

- Endowed **4 new scholarships**: DD Nicolau for the Ruff Foundation Endowed Scholarship, Johnny & Bessie Lynn Crane Endowed Scholarship, Troy York Crubaugh Memorial Endowed Scholarship, and Alvin Ashmore Endowed Pharmacy Scholarship.
- Audit of ICC Foundation Scholarships.

<b>Foundation Board of Directors 2017-2018</b> President – Mr. Ernest Joyner, Tupelo Vice President – Mr. Jerry Robbins, Pontotoc Secretary – Mr. Jim Ingram, ICC Treasurer – Mrs. Sandi South, ICC Immediate Past President – Mr. Ronnie Boozer, Aberdeen	
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**Communications – Donna Thomas, Director**

- Sent approximately **400** news releases to the media during 2017-18.
- CPRAM awards: **2<sup>nd</sup> place** in Institutional Magazine for *Connections* magazine and **3<sup>rd</sup> place** in Web page for [www.iccms.edu](http://www.iccms.edu).
- Coordinated, collaborated, and created on **12+ campaigns**, events, initiatives, publications, forms, and marketing materials.
- Staff sponsor for the *Chieftain* and supervised a **17-member** staff, which is the largest in several years.

### **Graphic Specialist – Amy Brown**

- Completed **164** work orders, **28** editions of Inside ICC, **21** editions of Student Notes, and **119** magnetic name badges.
- Graphic design projects including, but not limited to, business cards for **51** employees, programs, updated forms, fliers, summer camp certificates, all-sports passes, appointment cards, invitations, new notecards and stationary, catalog cover, schedules, programs, President's Christmas card, continuing education schedules, workforce class schedule and save the date cards.

### **Media Relations and Sports Information – Adam Gore, Director**

Coordinated and collaborated with Lee Adams and Raphael Henry

- Attracted **21,642** views on LetsGoICC.com; **14,324,961** visits to LetsGoICC.com; and improved broadcast capabilities to HD for promotion on the RED channel. Exposure includes **1.63 million** impressions on **1,075** tweets on Twitter; **36,850** people reached on Facebook, and 2017 YouTube results were **87,016** views on **672** videos.
- Adam Gore's CPRAM awards: **1<sup>st</sup> place** in TV News and **2<sup>nd</sup> place** and **3<sup>rd</sup> place** in both Radio Program and TV Program.
- Lee Adam's CPRAM awards: **1<sup>st</sup> place** and **3<sup>rd</sup> place** in Single Piece Artwork-Sports Division; **1<sup>st</sup> place** and **3<sup>rd</sup> place** in Sports Photograph; **2<sup>nd</sup> place** in Institutional Magazine; **3<sup>rd</sup> place** in Radio Program; and **3<sup>rd</sup> place** in TV Program.
- Raphael Henry's CPRAM awards: **1<sup>st</sup> place** in TV News; **2<sup>nd</sup> place** in Institutional Magazine; and **2<sup>nd</sup> place** and **3<sup>rd</sup> place** in both TV Program and Radio Program.

### **Photography & Graphic Design Specialist – Nina Strother**

- Completed **394** design and photography requests.
- Staff sponsor for the *Mirror Yearbook*, supervised the student staff, and gathered **6,500+** images for the publication.
- Created marketing packages for **10+** publications, projects, and events.
- Assisted and designed in the launch of the Mobile App, the new Apply website, and PRAM website.

### **Social Media Specialist – Maggie Caldwell**

- CPRAM awards: **1<sup>st</sup> place** in Exhibits for *Day 1* banners; **1<sup>st</sup> place** in TV News for *MSBC Program* story; **2<sup>nd</sup> place** in Institutional Magazine for *Connections* magazine; and **3<sup>rd</sup> place** in Web page for *www.iccms.edu*.
- Coordinated, collaborated, and created on **10+** campaigns, events, initiatives, geofilters, videos, and marketing materials.

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# *Itawamba Community College*

## Strategic Initiatives and Institutional Goals

### 1. ENROLLMENT MANAGEMENT

#### 1a. Persistence and Retention Page 1

Itawamba Community College will improve persistence and retention of current students.

#### 1b. Non-traditional students Page 9

Itawamba Community College will increase non-traditional student enrollment.

### 2. ACCOUNTABILITY

#### 2a. Improve student outcomes Page 11

Itawamba Community College will improve student outcomes.

#### 2b. Local workforce and economy Page 15

Itawamba Community College will positively impact the local workforce and economy.

#### 2c. Manage resources wisely Page 21

Itawamba Community College will manage resources wisely.

### 3. CAMPUS SAFETY

#### 3a. Safety training Page 25

Itawamba Community College will develop and implement a safety training program for faculty, staff, and students.

#### 3b. Safety plan Page 29

Itawamba Community College will develop and implement a comprehensive safety plan.

### 4. TECHNOLOGY

#### 4a. Training on & use of technology Page 31

Itawamba Community College will provide quality training of and use of current and relevant technologies.

#### 4b. Maintain adequate technology Page 35

Itawamba Community College will maintain adequate technology infrastructure, hardware, cabling, and network equipment.



# 2016-2020 Strategic Plan







# **ENROLLMENT MANAGEMENT**

## **1a. Persistence and Retention**

## **1b. Non-Traditional Students**

### **In Support of Attainment of Goals**

## **1a. Persistence and Retention**

### **INSTRUCTIONAL SERVICES – Dr. Michelle Sumerel, Vice President**

- Enrollment Management Committee Implementation and Progress.
  - Changed from a 5-Day per week summer schedule to a 4-Day per week summer schedule. This provides more class offerings to accommodate students.

### **Academic Success & Retention – Dr. Bronson Prochaska, Division Chair**

- **Dr. Bronson Prochaska** - Implemented a College Life Honors course for students that score 24 or higher on ACT scores. This course runs simultaneous with the original curriculum of the College Life course, yet incorporates additional research and leadership opportunities for students.
- Sponsored the Student Involvement Fairs on the Fulton and Tupelo campuses in September. Campus organizations attend the event with sponsors and student participants, as a means of showing other students ways they may get involved at the College. Both events were held outside with **25** organizations represented on the Fulton campus and **17** organizations represented on the Tupelo campus. An estimated **700** students attended the Fulton event and **250** students attended the Tupelo event.

### **Academic Division, Communications – Anna Britt-Begnaud, Division Chair**

- **Anna Britt-Begnaud** - Sponsored a new student Book Club, hosted a “Rubrics in Writing Courses” workshop at TYCAM, and presented a professional development presentation on motivating students.

- **Morgan Cutturini, Anna Britt-Begnaud** - Hosted the National Day on Writing—Participants from 8 High Schools with 110 Students and 23 Colleges.
- **Jon Armstrong, Anna Britt-Begnaud, Robin Lowe, Morgan Cutturini, Jay Humphries, Amber King, Keith Morris, Ashley Lancaster, Suzette Potts, Maria Staub, Jenny Bowers; Betsy White** – Hosted the Articulation Conference with participants from 27 High Schools.
- **Nathan Ward, Jon Armstrong, Keith Morris, Amber King, Morgan Cutturini, Maria Staub; Suzette Potts; Betsy White; Jolene Hoots; Anna Britt-Begnaud; Robin Lowe** – Hosted the Scholar’s Bowl with participants from **10** high school teams, **72** students and **10** advisors.
- **Jenny Bowers** - Guided the Tupelo PTK chapter through the Honors in Action process and presented professional development presentations on motivating students.
- **Robin Lowe** - Presented professional development about the Honors Program. Fulton advisor for PTK and chosen to host the Fall Leadership Conference (second time chosen in 3 years). PTK chapter awards: **Five-Star Chapter**; Most Distinguished Chapter Finalist (**7th place** out of 46); Honors in Action Award (**8th place** out of 46); College Project Award (**7th place** out of 46); **1st place** in Theme 2 category: Individualism & Collectivism; Regional Reporter position (third year in a row to obtain a regional officer position); **First Runner-Up- Newsletter Award; First Runner-Up- Website Award; First Runner-Up- Scrapbook Award; Regional Advisory Board** (Second 3-year term).
- **Dr. Ashley Lancaster** - Awarded the Z-Degree Mississippi grant for the Development of Open Educational Resources from the University of Mississippi. Presented essay, "Making a 'Boy' into a 'Man': The Making of the African-American Male after Emancipation," at the AUM Southern Studies Conference.
- **Keith Morris** – Awarded **William Winter Scholar**, produced *Calliope*, the student arts journal, worked with the film club and appeared with students in the film production, *New York Minute*.
- **Jay Humphries** – PTK Horizon Award winner.

#### **Academic Division, Computer Science – Delores Tull, Division Chair**

- The Computer Club is offering more student projects and activities like robotic projects and fundraising for United Way as a method of student engagement. Advising efforts are raising awareness of the need for students to take Computer Applications I directly after taking Computer Concepts to enhance enrollment and improve student success.

**Academic Division, Fine Arts – Dr. Cass Patrick, Division Chair**

- **Dr. Cass Patrick** – Led the ICC Jazz Band in multiple performances, completed his first symphony, an original arrangement, and completed four new Jazz Band and five new Clarinet Ensemble arrangements.
- **Jill Coker** - Public speaking coach for student competitors and judge for public speaking competition events at Lads to Leaders Convention in Memphis, TN, March 2018.
- **Brian Cheesman** – Adjudicated various solo and ensembles, indoor competitions, and outdoor marching band competitions in the College district and consulted with other drumlines in the area.
- **Dr. Laurie McBride** - At a Freshman Orientation event, introduced Operation Christmas Child (a ministry of Samaritan's Purse) as a campus service project. Two campus groups - Fellowship of Christian Athletes and the Foreign Language Club eagerly embraced this international project and **130** boxes were delivered to the Collection Center. In February 2018, McBride presented a teaching workshop entitled - "Motivating with Monroe's" - at the MS Speech Association. In March, ICC presented **seven** performances of an American classic - *The Adventures of Tom Sawyer* as the 2018 ICC Dinner Theatre Production. Over **300** area schoolchildren from attended and several toured the ICC campus after the performance. Theatre Appreciation students at ICC were able to use this production as a viewing option for their play critique assignment, thereby seeing a LIVE example of theatre.
- **Eric Simmons** - Hosted the Itawamba Community College Concert Band Festival on April 6, 2018, which featured **19** bands, both in and out of district, and had approximately **1000** students, directors, and parents on campus.
- **Jessi Stevenson** - Presented at the Mississippi Communication Association and was chosen for a **QEP Faculty Mentor** award. Stevenson implemented the Communication Chiefs (Organization for students to encourage student participation in the field of communication and to help students understand the transfer process and the importance of internships before transferring to a 4-year school.) and the ICC Travel Club/Will travel, which will oversee a student trip to Washington, DC and New York in the fall 2018.
- **Dr. Christy Colburn** - Inducted into Phi Beta Mu honorary fraternity for band directors and band students were declared the Mississippi Indoor Association (MIA) State Champions with an undefeated MIA season.
- **Shawn Whittington** – Awarded the **Mississippi Humanities Teacher of the Year** for 2018.

#### **Academic Division, Mathematics – Robert Francis, Division Chair**

- **Robert Francis** - Traditional math classes met their MAT 1313 SLO goal of **75%**. The division as a whole, including all delivery methods, had a SLO result of **74%**. The goals increased to 75% from a 65% goal the previous year.
- The mathematics division developed Leap classes for students who qualified for over-placement in college algebra. The retention for the Leap courses for summer 2017 was much better than expected with a **76%** completion rate.
- Effectiveness data such as SLO scores, retention rates, and success rates are used to improve instructional practices. MAT 1234 used this type of information to make curriculum and scheduling changes to improve student retention and success. MAT 1313 and 2323 implemented a new MW scheduling option on the Fulton campus to improve retention by combating absenteeism on Fridays.

#### **Academic Division, Social Science – Chris Stevenson, Division Chair**

- **Chris Stevenson** - Planned and executed our 2017 celebration of Constitution Day by hosting a debate between two notable public servants from the five county district. Public Service Commissioner Brandon Presley and District 6 Senator Chad McMahan engaged in a spirited debate on local, state, and national issues before a packed to capacity audience inside the Fine Arts Auditorium. This event was another effort on the division's behalf to recruit and retain students.
- **Lynn Millender** - Restructured the Political Science Club to include more themes from Sociology and Economics.
- **Chris Stevenson, Jessi Stevenson, and Dr. Edana Nail** developed an online course for a travel-based Humanities course. The Humanities I course will be delivered in a hybrid format to support learning for the ICC Travel Program and student trip to Washington D.C. and New York City in fall 2018.

#### **eLearning Division – Denise Gillespie, Dean**

- **Jamie Hall** - Elizabeth Adams, student in Paralegal program, achieved the **second highest score** in the nation on the NALS Accredited Legal Professional Exam.
- **Billy Carson** - Represented ICC at the two-day Focus on Finance workshop, hosted by the Federal Reserve Bank of St. Louis. Information was gained that will be beneficial to student learning.
- **Bob Swanson** - Hosted two Backyard Astronomy events, April 20 on Fulton campus and November 16 on Tupelo campus.
- **Dr. Laura Pannell** - Presented Conflict Management to ICC campus resident students.

- **Alane Tentoni** - Provided access to review videos for prerequisite material because students are often weak on prerequisite skills in MAT 1313-college algebra. A prerequisite skill quiz helps students identify areas where skills may need to be improved and the videos target the identified skills before beginning the course. Provided video lectures for each module for MAT 2323 and MAT 0124. The videos cover all definitions and multiple examples that explain the details. This should be a valuable resource to non-traditional students, who frequently have gaps in their mathematical knowledge and need a little extra support.

#### **Health Science Division – Rilla Jones, Dean**

- All programs reviewed applicant rating scales for consistency and equality.
- A.D.N. program implemented Exam Soft to increase test security, reliability, and provide in-depth statistical analysis of results.
- All programs examined and changed course schedules to offer more student-centered schedules.
- All programs offered a dedicated certification/licensure review for graduating students.
- PTA program developed and published specific clinical expectations for the PTA students' performance on the PTA Clinical Performance Instrument (CPI) in each of the four clinical experiences in the program.
- PTA program developed, published and implemented specific expectations for missed exams and clinical days due to absences from the classroom and clinical environment.
- Surgical Technology implemented a peer group approach for lecture and lab that requires each member to participate fully.
- Licensed Practical Nursing, Radiographic Technology, and Physical Therapy Assisting Technology conducted self-studies and on-site reviews from their programmatic accreditor.
- Programs that failed to meet a Perkins reporting threshold developed specific improvement plans to address the deficiency.
- All programs submitted annual reports to their programmatic accreditor and published the information on the institution's website.
- Radiological Technology program implemented an Outcomes Review Committee to formalize the review of program outcomes and suggest improvements based on those outcomes.
- Respiratory Therapy Technology began the Self-Study process.

**Learning Resource Center – Janet Armour, Director**

- **Janet Armour** - Purchased games and DVD movies for student checkout, which has resulted in a **50%** increase in circulation numbers. From July 1, 2016 – June 1, 2017 over 90,000 patrons used services from the Fulton LRC and **27,896** used services from the Tupelo LRC. The LRC continues to subscribe to specialized online databases including the addition of, PrepStep, which includes online career and college preparation tests such as ACT and NCLEX for our nursing students.

**Student Success Center, Tupelo Campus – Regina Moffett, Director**

- Provided peer tutoring math, science, and writing assignments at the college. Served 289 appointments and 164 online writing submissions (August 2017 – December 2017).
- **Regina Moffett** and **Sherry Bennett** created an online professional development presentation on motivating students.

**Student Success Center, Fulton Campus – Sherry Bennett, Director**

- Provided peer tutoring math, science, and writing assignments at the college. Served 160 appointments and 113 online writing submissions (August 2017 – December 2017).

**STUDENT SERVICES – Dr. Brad Boggs, Interim Vice President****Admissions/Registrar – Cay Lollar, Director**

- Processed **9,186** applications for admission, February 2017-January 2018.
- Evaluated and articulated **2,262** transcripts, February 2017-January 2018.
- Enrolled Dual credit/Dual Enrollment students:
  - **1,033** Classes (**772** Students) spring 2017.
  - **894** Classes (**669** Students) fall 2017.
  - **984** Classes (**713** Students) spring 2018.

**Advising – Mande Miller, Director**

- **Mande Miller** - Coordinated the Transfer College Fair on Tupelo and Fulton Campus and arranged campus visits throughout the year for colleges to aid in the transition from ICC to senior college.

- Career Center coordinator, Carla Rose conducted 15 advising seminars covering a variety of topics related to advising, developing an education plan and preparing students for their future educational goals. Career Center coordinator, Carla Rose provided career guidance through testing and counseling to approximately 250 students and assisted approximately 150 students with resumes.
- Advising Center hosted the Mississippi Community/Junior College Counselors Association meeting on February 22-23, 2018.

**Recruiting – Marty Cooper, Director**

- **Marty Cooper** - Held first ever Spring Junior Preview Day on Monday, April 17, 2017 with 456 people attending.
- Held first ever Fall Junior Preview Day on Thursday, October 5, 2017 with 592 people attending.





## 1b. Non-Traditional Students

### **INSTRUCTIONAL SERVICES – Dr. Michelle Sumerel, Vice President**

- Research to provide new programs and engagements for students.
  - New program of **Hospitality Management Technology**, Career certificate and Associate of Applied Science degree. The program prepares students for careers as managers/supervisors in the hotel and restaurant industry.

### **eLearning Division – Denise Gillespie, Dean**

- **Cassie Alexander** - Presented at the Northeast Mississippi Conference on Aging that was held at the Belden Center. The conference allowed our eLearning Public Health Technology students the opportunity to volunteer to support the conference and recruit new students. The presentation provided an opportunity for workforce connections with local employers.
- **Bo Rowland** - Targeted recruiting efforts for non-traditional students by visiting local police and sheriff's departments and promoting Law Enforcement Training online program.
- **Denise Gillespie** and **Brandi McCraw** - Participated in Toyota's college fair to meet with their current employees who would be interested in taking college courses, especially those who could qualify for adult learner scholarship or their employer's tuition reimbursement program.
- **Dr. Laura Pannell** - Presented Walk a Mile in an Elder's Shoes – Physical Changes Associated with Aging. North Mississippi Rural Legal Services Conference, Oxford, MS and 8th Annual Northeast Mississippi Alzheimer's and Dementia Conference, Tupelo, MS.

### **STUDENT SERVICES – Dr. Brad Boggs, Interim Vice President**

#### **Advising – Mande Miller, Director**

- **Mande Miller** - Held Saturday Adult Registration on Saturday, January 6, 2018.
- Collaborated with recruiting to assist with C2C program. This state mandated program encourages adults to return to school for degree completion.

#### **Housing – Chad Case, Director**

- **Chad Case** - Research and provide programs or engagements targeting Career-Technical and Workforce career options.
  - November 6 – Career Game, Sheffield Hall – Carla Rose presented a career game to students that allowed them to see what career paths might be in their best interest based on two personality games.
  - February 27- Career Game, Itawamba Hall - Carla Rose presents a career game to students that allowed them to see what career paths might be in their best interest based on two personality games.

#### **Financial Aid – Terry Bland, Director**

- **Terry Bland** - Improved financial aid support.
  - Aided the State of Mississippi in developing and implementing the new Complete 2 Compete (C2C) State-Level Tuition Assistance Grants process, which pays \$500 to adult learners who are close to earning a community college degree but have not yet done so. The \$500 will either pay toward a past due balance or toward their tuition.
  - Aided TIS in creating a new online scholarship application process at <https://apply.iccms.edu>, which evaluates our adult students' enrollment to match them more proactively with the Adult Learner Scholarship. Previously it was up to the student to take the initiative. Now it will be pushed in front of them during the application process.
  - Increased outreach through events in the district high schools to provide support for the FAFSA completion. Assistance is provided to parents, students and potential students. There were 24 events in fall 2017.

#### **Recruiting – Marty Cooper, Director**

- **Marty Cooper** - Held Saturday Adult Registration on Saturday, January 6, 2018 and added a Thursday night registration on January 4, 2018.
- Started Adult campaign (Fall 2017) by going to district football games, "**Friday Night Lights**," to attract adults into coming back to school. It also provided the opportunity to meet with high school students.
- Started a state mandated program called **C2C** (Fall 2017) to encourage adults who have been out of school for two plus years to return to school and complete their two and four year degrees.

## ACCOUNTABILITY

### 2a. Improve Student Outcomes

### 2b. Local Workforce and Economy

### 2c. Manage Resources Wisely

In Support of Attainment of Goals

### 2a. Improve Student Outcomes

#### INSTRUCTIONAL SERVICES – Dr. Michelle Sumerel, Vice President

##### Academic Success & Retention – Dr. Bronson Prochaska, Division Chair

- **Dr. Bronson Prochaska** - Established a fall semester follow-up course for LEAP Summer Bridge Program students to complete. This course is designed as a continuation of the LEAP Summer Bridge Program and requires cohort participants to meet weekly with LEAP program director.

##### Academic Division, Mathematics – Robert Francis, Division Chair

- **Robert Francis** - Every instructor in the math division has classes that use the lab where homework and quizzes are assessed through our online math software, MyLabsPlus. This utilizes the computer labs on campus to make our class more efficient and our students more successful.
- **Heather McCormick**- Served for the eighth consecutive year as an AP Reader for the AP Statistics exam. By serving as an AP Reader, I increase my knowledge of Statistics to enhance student learning. Attended the Mississippi Honors Conference to network with fellow Honors Program Directors and bring back ideas for the new Honors program. Work efforts included developing curriculum for Honors Statistics and a LEA Leadership course for both Phi Theta Kappa officers and the Honors Forum.
- **Richard Watson**- Changed the class versus lab allocation ratio to provide more of self-paced learning environment gauged toward student needs.

- **Chris Cox**- Recipient of the **Excellence in Education Teaching Award** (2016-2017). Created EDU 1613, Foundations in Education course, for education majors that includes field experience hours and began a Future Educator Association student organization.

#### **eLearning Division – Denise Gillespie, Dean**

- **Cassie Alexander** - Presented at the opening faculty assembly at Baptist College of Health Sciences. Led efforts for a partnership with Mississippi University for Women that culminated in September 2017 with a 2-plus-2 articulation agreement. This opportunity specifically can have a positive impact on retention and success in Public Health Technology. Students are given the opportunity to transfer the career technical hours from the program and obtain a Bachelor of Applied Science in Public Health Education.
- **Holly Kirk** - Students enrolled in CDT 2944, Advanced Practicum, passed the Pre-Professional Assessment and Certification exam for Early Childhood Education with an average score that was **11 points** higher than the passing score of **68%**.
- **Dr. Laura Pannell** - Served as the QEP (Quality Enhancement Plan) Committee Chair.
- **Bob Swanson** - Retrofitted videos in Physical Science online courses to include Closed Captioning and embedded quizzes within video lectures in Physical Science online courses to improve learning. Selected as a Solar System Ambassador for NASA's volunteer education program. The Solar System Ambassadors program is a public engagement effort that works with motivated volunteers across the nation to communicate the science and the exciting missions and discoveries of NASA's space explorations.
- **Alane Tentoni** - Created a Canvas course to be used as a resource for online instructors. This site includes expectations for grading and feedback, recommendations for helpful software, tutorials for non-routine tasks (e.g. how to set up exams in SmarterProtoring, how to manage the MLP gradebook), and information specific to each online math course (e.g. formula sheets, calendars, and slides from each course's videos). Added an orientation assignment in MyLabsPlus (MLP) with a video link to help all online math student understand how to use the tools found in MLP. Understanding how to use the tools to type math expressions has led to improved effort and higher grades on quizzes and tests.

#### **Health Science Division – Rilla Jones, Dean**

- A.D.N. program improved retention rate for the 2016-2017 from 39% to **53%**.
- A.D.N. program utilized grant funds to hire a nurse navigator for concept coaching and review.

#### **STUDENT SERVICES – Dr. Brad Boggs, Interim Vice President**

##### **Admissions/Registrar – Cay Lollar, Director**

- Awarded **1,283** degrees/certificates in 2017.
- **Cay Lollar** - Administered the Residual ACT on the Fulton campus to **214** students, February 2017-January 2018.

##### **Advising – Mande Miller, Director**

- **Mande Miller** - Collaborated with Student Success Center to enroll At-Risk Students in LLS 1412- Improvement of Study for the spring term to increase retention.
- Improved Honors and Summer Orientation by including faculty members in the advising and registration process. Students were identified by major and assigned a specific advising/registration classroom with counselors and discipline-specific faculty.

##### **Athletics – Carrie Ball-Williamson, Director**

- Athletes had a **93%** graduation rate and **seven** athletes graduated with a 4.0 cumulative GPA.
- **Mamie Hollanhead** - Named an NJCAA All American in June 2017.
- **Mamie Hollanhead** and **Alex Brown** - Named National Fast-pitch Coaches Association All Americans.
- **Terry Williams** and **Dan Ellington** - Named NJCAA and JC Gridiron All-Americans.

##### **Recruiting – Marty Cooper, Director**

- **Marty Cooper** - Improved Honors (April 2017) and Summer Orientations (Summer 2017) by providing improved knowledge of students in the area of navigating ICC MyTribe and Canvas to help the registration process be student friendly. The students can complete in a timelier manner now.

#### **STRATEGIC PLANNING & INSTITUTIONAL EFFECTIVENESS – Amy Cappleman, Director**

- In spring 2017, led **seven** annual planning completion workshops with **35%** of eligible planners taking advantage of the assistance workshops. Of the College's **293** annual planning outcomes, **53%** were achieved and another **20%** were not achieved but improved for a total improvement rate of **73%**. Of those **293** outcomes, all **293** supported the 2016-2020 strategic initiatives and **274** supported the institutional goals.
- In spring 2017, the CAAP (Collegiate Assessment of Academic Proficiency) was administered to **437** ICC sophomore students. This national exam measures student proficiency in the general education competencies of writing, mathematics, reading, critical thinking, and science. ICC students scored above the national average in writing, mathematics, and science.
- **Amy Cappleman** - Assembled an ad hoc General Education Competency Committee to review and update the College's general education competencies. This will create a more effective and data driven approach for ensuring the appropriate teaching, assessing, and reporting of student mastery of core skills.

## 2b. Local Workforce and Economy

### **INSTRUCTIONAL SERVICES – Dr. Michelle Sumerel, Vice President**

#### **eLearning Division – Denise Gillespie, Dean**

- **Dr. Laura Pannell** – Provided training for the State of Mississippi Law Enforcement Academy.

#### **Career and Technical Education Division – Barry Emison, Dean**

- Federal **Perkins IV District Summary** Report results for 216-2017:
  - **73.3%** of all CTE concentrators satisfactorily passed technical skill assessments that are aligned with industry-recognized standards.
  - **67.9%** of all CTE concentrators that left post-secondary education received an industry-recognized credential and/or a Career Certificate or A.A.S.
  - **89.4%** of all CTE concentrators were retained for 2017-2018 academic year.
  - **85.6%** of CTE completers were placed or retained in employment or military service in the 2nd quarter following the program year in which they left postsecondary education.
- Several CTE programs adopted nationally recognized certifications as the measure of technical skill attainment. Programs now offering national credentials include Automotive Technology, Diesel Technology, Collision Repair Technology, Electrical Technology, Industrial Maintenance Technology, Early Childhood Education Technology, Computer Programming Technology, Computer Networking Technology, and Paralegal Technology.

#### **Health Science Division – Rilla Jones, Dean**

- All programs reviewed and updated Clinical Affiliation Agreements.
- All programs held two advisory committee meetings to share program outcomes and seek input on changes to curricula and programs.
- The Licensed Practical Nursing, Occupational Therapy Assisting Technology, and Health Information Technology programs hosted industry visits with personnel from MCCB to prepare for curriculum revision.
- The division participated in the Career Expo held at the Bancorp South Building.
- The division participated in the spring fish fry held for industry partners.

- PTA program updated the clinical instructor survey, graduate survey, and employer survey to assure that students and graduates are being properly prepared for current practice expectations.
- Surgical Technology and Associate Degree Nursing worked with area health care facilities to offer student Externship programs.
- Surgical Technology developed and shares a case procedures document with clinical faculty and students to ensure clinical requirements for graduation are met.

#### **ECONOMIC AND COMMUNITY SERVICES – Dr. Joe Lowder, Dean**

- Workforce Development & Training Program- March 2017-February 2018:
  - Over **\$2.3 million** in Workforce Enhancement Training Funds.
  - **1,087** workforce classes.
  - **308** college-delivered.
  - **779** college-supported.
  - **56** individual business projects written.
  - **38** Maintenance Assessments.
  - **10,949** trainees in classes (duplicated head count).
  - **166** companies served through all projects.
  - New non-credit Workforce Career Pathways programs:
    - New **Business Office Specialist pathway** – the first class February had **23** students enrolled.
    - Developing **Quality Management pathway** that will lead students to achieve American Society for Quality (ASQ) certifications.
    - **NCCER Construction Core** pathway program was launched in August 2017. There were three classes provided: two classes were open to the public (**23** students graduated with NCCER Construction Core certification and one class was for the Monroe County Jail where **12** students successfully completed the program.
  - **Manufacturing Skills Basic Certificate** program (class ending March 3, 2018): **49** enrolled, **44** completers (**90%**), **34** issued MSBC Certificates (**77% Success Rate**).



- **Careers in Advanced Manufacturing (CAMT)** launched in the fall 2017 with partnership from Three Rivers PDD, the Community Development Foundation and Industry Partners. There were **26** Career Technical Students enrolled at **11** worksites in non-registered Apprenticeships. ICC WIOA reimburses **\$5** per hour of the apprentice's wages for up to **1,000** hours per program year for companies that choose to be reimbursed.
- Developed and completed new DDI leadership, coaching and assessment training modules to a company with year-round training and coaching which resulted in **20** graduates from the program.

#### **Adult Basic Education – Julia Houston, Director**

ICC's Adult Education program was identified as having the fastest educational gains and achievements from pre-assessment to post-assessment among all other programs.

- ICC's Adult Education program has **104** of the state's **308** English as Second Language learners, providing **34%** of the overall ESL learners statewide. The program had an increase in the number of students who progress from non-credit to enroll in post-secondary.
- **1,011** Adult Education students served.
- **104** English Language Learners served.
- **373** HSE testers utilized the Belden Assessment Center.
- Over **900** utilized the Adult Education Assessment Center.
- **384** Subtest (GED/HiSET Math, Writing, Reading, Science, Social Studies) Scholarships were awarded to Adult Education Students through Dropout Recovery Funds.
- **173** people earned a MS High School Equivalency credential (GED or HiSET exam taken).
- **151** GED HSE credentials earned.
- **182** Computer-based HiSET exams were given.
- **22** HiSET HSE credentials earned.
- **248** ICC college students enrolled with HSE credential spring 2017.
- **54** ICC college students enrolled with HSE credential summer 2017.
- **227** ICC college students enrolled with HSE credential fall 2017.
- **241** ICC college students enrolled with HSE credential spring 2018.
- **66** students participated in the MI-BEST program.
- Second Chance Foundation served **50** participants.

#### **Continuing Education – Scott Blackley, Director**

- Offered **248** non-credit classes, seminars, workshops and short-term career training programs in the past year to meet the professional, career and personal enrichment goals of residents in the ICC district.
- Total enrollment for all programs was **3,891** with an additional 1722 CEU certificates awarded to area teachers.
- Industry certifications were awarded to **147** nursing assistants who completed our short-term career training program, another **255** nursing assistant candidates and **64** food service employees received an industry related certification through our services as a regional testing center.

#### **Innovate MEP Mississippi (Manufacturing Excellence Program) – Debi Martin, Director**

Based on the last four Innovate MEP Mississippi quarterly survey reports for 2017, **13** manufacturing companies had workforce-training projects reported through the ICC MMA-MEP Center:

- **\$4,335,000** investment in plant equipment.
- **\$37,000** investment in information systems.
- **\$13,403,000** investment in workforce practices.
- **\$921,972** in cost savings/avoid unnecessary investments.
- **\$12,000,000** in increase in sales.
- **\$5,050,000** in retained sales.
- **\$477,423** in cost savings.
- **198** manufacturing jobs were created.
- **499** manufacturing jobs were retained.

#### **SNAP E&T (Supplemental Nutrition Assistance Program) – Lee Oswalt, Director**

ICC is one of **five** Mississippi community colleges participating in the SNAP E&T Pilot grant. Mississippi is **one** of **10** states awarded a grant through the United States Department of Agriculture. The project is a collaborative partnership of state agencies including the Mississippi Department of Human Services (MDHS) and Mississippi State University's National Strategic Planning Analysis Research Center (nSPARC). The goal of the grant is to provide a framework to connect or reconnect SNAP participants to middle-skill jobs. In the past year, ICC's SNAP E&T Pilot Program accomplished:

- Served **88** new low-income SNAP participants. The program successfully exited **11** participants into full time employment earning **\$12-\$15**/per hour.
- **Eighteen** CAP participants awarded WorkKeys/SMART Start/CAP Certification Credentials. One of the participants achieved a Platinum on the WorkKeys.
- Signed **twenty-four** partnership contracts with regional business and industry for work-site employment resulting in **23** worksite placements resulting in over **4,500** employment hours and over **\$41,100** in payroll to low-income SNAP participants.
- Assisted with over **\$18,590** in tuition for **23** Workforce, Short-Term and Career Technical programs.
- Provided over **\$39,710** in barrier mitigation (vehicle repairs, eye-glasses, driver's licenses, public transportation, fuel cards, and work-related items) for low-income SNAP participant's success.

#### **WIOA (Workforce Innovation and Opportunity Act) – Brad Gates, Director**

The ICC WIOA Team works in partnership with Three Rivers Planning and Development District and provides services in the counties of Chickasaw, Itawamba, Lee, Monroe, and Pontotoc by reaching out into the communities served through the local WIN Job Centers. The services provided include Individual Training Accounts, On-the-Job Training, work searches, WorkKeys testing, onsite computer classes, and ABE classes.

- Local centers serving the public, participants served:
  - Amory – **7,734**.
  - Belden – **19,038**.
  - Pontotoc – **9,180**.
  - Houston – **8,790**.
- The On-the-Job program has served approximately **160** individuals and **12** companies with more than **\$300,000** of reimbursements obligated or paid.
- Individual Training Accounts were written in all counties. Seventy-Four participants have received service through February 26, 2018 with **\$110,000** in reimbursements.
- **Counseling to Career (C2C)** is in its **sixth** year of operation. **C2C** serves area youths ages 16-24 by assisting with the acquisition of various skills to aid them in becoming more employable. Youth services were provided to approximately **96** individuals with **12** companies serving as work sites.

- WorkKeys was proctored to approximately **1,936** individuals with credentials earned: Platinum-**21**; Gold-**251**; Silver-**774**, and Bronze-**419**. Lee and Pontotoc Counties are testing high school seniors utilizing PUL Alliance funds.
- ICC, in partnership with Three Rivers Planning and Development District and Northeast Mississippi Community College, implemented the **first** project funded by the new Mississippi Works funding stream for workforce projects. The **Furniture Academy** allows individuals to receive preference when participating companies are hiring. This program enrolled **134** individuals. ICC enrolled **77**.
- **Pontotoc WIN Job Center** has relocated to **316 Coffee Street**. The new facility is three times as large as the previous space.

## 2c. Manage Resources Wisely

### **INSTRUCTIONAL SERVICES – Dr. Michelle Sumerel, Vice President**

#### **Academic Success & Retention – Dr. Bronson Prochaska, Division Chair**

- **Dr. Bronson Prochaska** - Developed and incorporated an academic planner specific to ICC academic calendar. Students are required to purchase the academic planner for the College Life course. It serves as the part of the curriculum for teaching priority management and organization skills. Proceeds from sale of this item in the ICC Bookstore supplement our budget.

#### **Academic Division, Mathematics – Robert Francis, Division Chair**

- **Robert Francis** - Maximized faculty workloads to use fewer adjuncts. The division now only employs 3 to 4 adjuncts in the traditional classes.

#### **Career and Technical Education Division – Barry Emison, Dean**

- Collaborated with Three-Rivers Planning and Development, the Appalachian Regional Commission, and ICC's Division of Planning and Development to acquire **\$2M** ARC grant (60% with 40% local match) to construct new classrooms, training labs, and offices totaling **22,000** square feet within the Belden Center. The new facility includes state-of-the-art robotics and machining labs, which were occupied beginning fall 2017.
- **Jerry Pettigrew** - Received a **\$12,500** grant from the Gene Haas Foundation that will be used for student aid in the Precision Manufacturing and Machining Technology program.

#### **Health Science Division – Rilla Jones, Dean**

- The use of adjunct faculty was reviewed in every program. The A.D.N. program discontinued the use of adjuncts in the skills laboratory.
- Out of state travel was eliminated except for accreditation reviews.

## **DEVELOPMENT & PLANNING – Wayne Sullivan, Vice President**

### **Physical Plant – Thomas Bonds, Director**

- **Thomas Bonds** - Employed an architectural firm to develop plans and specifications to replace three roofs on Tupelo Campus and four roofs on the Fulton Campus to protect the College's investment and improve energy efficiency.
- Replaced **248** inefficient light fixtures with more efficient LED lights fixtures.
- Managed completion of **30,000** square feet of Phase I Buildout of vacant space at the Belden Center to accommodate Precision Manufacturing Programs.
- Moved the Tool & Die Program from the Tupelo Campus to the new Phase I Belden Buildout for expansion of the Precision Manufacturing Program.
- Managed design of an additional vacant **31,000** square feet of Phase II Belden Buildout to expand teaching space for the Precision Manufacturing Program and replaced inefficient lighting with LED fixtures.
- Employed an energy management consultant to assist physical plant staff with the identification and correction of inefficient operating HVAC systems.

## **FINANCE – Sandi South, Executive Director**

- Changed Budget Requests to electronic distribution utilizing Excel spreadsheets. In the past, Budget Requests were printed and distributed through campus mail. This has saved the college resources and labor.
- Implemented the use of Pay Pal's virtual terminal in the Business Office so that clerks can now take phone credit card payments at their desks. This improves customer service and saves wasted time. Previously, the clerks had to write down all the credit card information for student payments, put the caller on hold, then stand in line to key the credit card into the credit card machine at the front counter.
- Implementing purchasing cards that will reduce the cycle time of purchasing transactions; save the College's resources in processing purchase requisitions and purchase orders; improve supplier relations in receiving payment payments; and reduce expenses on accounts payable personnel.

## **HUMAN RESOURCE AND ADMINISTRATION – Tim Senter, Executive Director**

- The print shop developed and implemented an effectiveness survey to evaluate its services and production materials. The results of the survey will be used to make improvements.

- The transportation department developed and implemented an effectiveness survey to evaluate its services and vehicles. The results of the survey will be used to make improvements.
- The print shop purchased and implemented a new printing press for t-shirts. This new service has never before been provided by the print shop. This will save the College expenses that was previously been paid to third party providers.

#### **INSTRUCTIONAL SERVICES – Dr. Michelle Sumerel, Vice President**

- Manage human resources to balance budgetary and instructional requirements.
  - Budgetary savings of **five** positions that were unfilled after resignations and other reasons, including both areas of staff and faculty. This was a significant decrease in salaries. In addition, overload pay for teaching classes decreased by **\$66,964.50** for spring 2017 and **\$177,563.47** for the fall 2017. The Instructional budget decreased while still meeting divisional requirements and instructional needs.

#### **eLearning Division – Denise Gillespie, Dean**

- **Bo Rowland** and **Jamie Hall** - Combined the Legal Education Association meetings of two different programs to save money. The joint meetings reduce cost of food and supplies and increase audience reach.

#### **STUDENT SERVICES – Dr. Brad Boggs, Interim Vice President**

##### **Recruiting – Marty Cooper, Director**

- ICC and the recruiting department will start saving money in the 2018-19 budget do to going online with our application packet. In 2017, we spent approximately **\$12,000** on application packets for juniors, seniors, and area counselors. By going online with all of the forms, we will save between an estimated **\$7,000** annually.





## **CAMPUS SAFETY**

### **3a. Safety Training**

### **3b. Safety Plan**

## **In Support of Attainment of Goals**

### **3a. Safety Training**

#### **INSTRUCTIONAL SERVICES – Dr. Michelle Sumerel, Vice President**

##### **Academic Success & Retention – Dr. Bronson Prochaska, Division Chair**

- All students enrolled in LLS 1152 College Life study the VAWA Reauthorization Act and ICC's policies regarding violence against women. Students were tested on their knowledge of this information.
- Students enrolled in LLS 1152 College Life are trained on how to utilize Canvas, check ICC email, and navigate the various facets of the MyTribe portal. This teaches students how to understand and find information regarding their academic progress in courses.

##### **Academic Division, Social Science – Chris Stevenson, Division Chair**

- **Chris Stevenson** - Provided a presentation on violent crisis response training opportunities at the February professional development. Assisted **John Bowen** and **James Harris** in providing self-defense training to students and faculty on the Fulton campus.

##### **eLearning Division – Denise Gillespie, Dean**

- eLearning changed procedures to keeping all doors locked in office suites and labs, except for one entrance. Multiple exits still exist for evacuation safety, but entry has been reduced to one door. The lab will be reconfigured over the summer to give better visibility to the entrance from the proctor's desk.

**Health Science Division – Rilla Jones, Dean**

- Students attended a mandatory orientation session that covers personal protective devices, biohazard precaution, and fire and emergency procedures for the campus and clinical sites.
- Students completed and received certification in CPR for Healthcare Professions.
- Fire escape routes and Emergency procedures posters were placed in every room of the Health Science building.

**STUDENT SERVICES – Dr. Brad Boggs, Interim Vice President**

- Provided professional development for faculty and staff:
  - Presented the Campus Safety and Security website and ICC Emergency Procedures to faculty/staff at our Fall Convocation Day.
  - Discussed the Violence Against Women Act, Gender-Based Misconduct Policy, Reporting, and Title IX information to faculty/staff at our Spring Convocation Day.
- Provided training for students:
  - Presented Campus Safety and Emergency Procedures information to all dorm students on August 16 & 17, 2017.
  - Discussed the Violence Against Women Act, Clery Act, Gender-Based Misconduct Policy, reporting, and Title IX information to all dorm students on August 16 & 17, 2017.

**Housing – Chad Case, Director**

- Provided safety training for students:
  - November 27- Safe Choice, Secure Choices, Smart Choices (Weapons on campus, Sexual Assault, Law Enforcement Career) – educational program that was presented by Captain Jimmy Johnson in Chickasaw Hall.
  - March 19 – You Don't Have to Be Crazy to Be Crazy – educational program that was presented to dorm students by our LPC, Mr. John Raspberry.
- Provide Resources, Policies, and Procedures regarding Title IX:
  - October 30- Did you hear about the Dorm Mom's Daughter? An anti-bullying campaign – Andrea Senter presented an anti-bullying program that included ways people are bullied, signs people are being bullied, and three stories of young adults who committed suicide after being bullied. Students were encouraged to take a stand against bullying and report potential bullying.

- November 13- Family Planning – Sheryl Anderson with the Mississippi Department of Health presented services offered by the Mississippi Department of Health, various forms of birth control, STD information and prevention information, and family planning services.
  - March 1- Dating Violence – S.A.F.E. incorporated presents a program on dating violence, domestic abuse, signs and statistics of dating violence, and resources available to assist in ending domestic violence.
- Member of Mississippi Community College Board Chief Academic Officer’s organization as well as Education Policy Fellowship Program and attends monthly meetings.



## 3b. Safety Plan

### **DEVELOPMENT & PLANNING – Wayne Sullivan, Vice President**

#### **Physical Plant – Thomas Bonds, Director**

- **Thomas Bonds** - Required the architects to include **2,850** square feet of hardened construction space in the Phase II Belden Buildout that will provide approximately **600** people safe shelter in the event of tornadoes.
- Managed the design and start of construction of the New **52,000** square foot Tupelo Academic Building that provides more instructional space and required inclusion of **4,400** square feet of hardened safe shelter space for approximately **900** people.
- Managed the completion of the new Fulton Campus Band Hall that relieved overcrowding in the Fine Arts Center and provided safe shelter for approximately **2,703** people.
- Installed an additional **11** security cameras spread among the following buildings: Fulton Band Hall, Tupelo Maintenance, Fulton Administration, and Belden Conference Center.
- Completed several State Board OCR Committee recommendations to improve access for the handicapped.
- Employed an architect to design the renovation of Sheffield Hall to reduce the number of occupants in each room to a maximum of three and to make four rooms ADA compliant.

### **STUDENT SERVICES – Dr. Brad Boggs, Interim Vice President**

- Published safety policies in multiple locations that are accurate and accessible.
  - Emergency Procedures Posters were placed in all classrooms and offices at all campus locations to give students/employees quick access to emergency procedures and emergency phone numbers in the event of an actual emergency.
- Provided resources, policies, and procedures regarding facility management and monitoring.
  - Worked with the Vice President of Planning and Development on the Safe Shelter Operating Plan that is required by FEMA for the Band Hall safe shelter that opened in the 2017 fall semester.
  - Updated the Campus Police emergency cell phones to provide better service and communication on all three locations.

- Purchased MSWIN radios for all three locations, giving campus police the ability to contact all local police, fire, and emergency medical services through radio.
- Provided resources, policies, and procedures regarding personnel ID, communication devices, personal protection, and campus/classroom civility.
  - Self Defense classes were offered to faculty/staff in the Fitness Center.
- Provided resources, policies, and procedures to support Title IX requirements.
  - Named as the contact for Title IX issues on the Fulton campus and attended Title IX training sessions.

#### **Housing – Chad Case, Director**

- **Chad Case** - Provide Resources, Policies, and Procedures regarding Personnel ID, Communication Devices, Personal Protection, and Campus/Classroom Civility:
  - August 10-11- RA Training – Communication Skills, Early Alert System Awareness, Fire Safety, Certified CPR Training, Supportive Services Awareness, Domestic Violence Education, Alcohol/Drug Abuse Awareness, Conflict Resolution were programs used to train RA's as they begin their semester.
  - September 25- Don't be a Dummy- Tobacco Awareness – Helen Boerner presented a Tobacco Awareness program that included dangers of 1st, 2nd, and 3rd hand smoke, the dangers of vaping, and the dangers of tar in the lungs.

## TECHNOLOGY

### 4a. Training On & Use Of Technology

### 4b. Maintain Adequate Technology

In Support of Attainment of Goals

### 4a. Training On & Use Of Technology

The Professional Development Committee is dedicated to providing targeted professional development sessions based on needs as evidenced by institutional data. Members of the Professional Development committee for 2017-2018 includes:

Dr. Michelle Sumerel, Chair	V.P. of Instructional Services
Thomas Bonds	Director of Physical Plant/Grounds
Denise Gillespie	Dean of eLearning Instruction
Allen Coleman	Director of TIS
Mande Miller	Director of Advising
Rilla Jones	Dean of Health Science Instruction
Janet Armour	Director of Learning Resources
Tim Senter	Director of Human Resources and Purchasing
Connie Yielding	AEOP President, Fulton
Barry Emison	Dean of Career and Technical Instruction
Stacey Hughes	eLearning Operations Specialist
Cay Lollar	Director of Admissions/Registrar
Dr. Joe Lowder	Dean of Economic and Community Services
Brandi McCraw	eLearning Coordinator
Dr. Brad Boggs	Interim VP of Student Services

**Professional Development topics on Technology for 2017-2018 included:**

<p><b>Online Offerings</b></p> <p>Using the Smartboard</p> <p>Microsoft Word 2013</p> <p>Microsoft Outlook 2013</p> <p>Microsoft Excel 2013</p> <p>Web browsers</p> <p>Basic Canvas for Online Instructors</p> <p>Comprehensive Canvas</p> <p>STARLINK- Elements of Accessibility in online courses</p> <p>STARLINK-Technology and Accessibility</p> <p>STARLINK-Strategic Technologies for Higher Education</p> <p>STARLINK-Digital Video in the Classroom</p> <p>STARLINK- Putting TechKNOWlogy in the Classroom</p> <p>STARLINK- QR Codes in the classroom</p> <p>New Admissions Online Application Process</p> <p>TimeCard Plus Employee Training</p> <p>TimeCard Plus Supervisor Training</p> <p>Flip Badge This! Teaching Students to Love Databases</p> <p>Films on Demand Database Orientation</p>	<p><b>Fall 2017 Offerings</b></p> <p>Wireless, Guest Access, NearPod, and Apple TV</p> <p>Camtasia</p> <p><b>Spring 2018 Offerings</b></p> <p>Canvas: Adding Assignments, Grading Rubrics, and Videos</p> <p>Creating and Recording Presentations with Doceri and iMovie</p> <p>No Shelf Required: eBooks, Audio Books, Test Prep and More</p> <p>Technology Roundtable</p> <p>Camtasia Relay</p>
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#### **DEVELOPMENT & PLANNING – Wayne Sullivan, Vice President**

##### **Telecommunication & Information Services – Allen Coleman, Director**

- Provided multiple professional development sessions for faculty and staff.
- Responded to approximately **1,700** phone calls and **600** emails for student and faculty assistance.
- Completed **1,906** work orders.

#### **HUMAN RESOURCES & ADMINISTRATION – Tim Senter, Executive Director**

- Trained supervisors, employees, and student workers via fourteen training sessions on new TimeClock Plus software to maximize the benefit of the technology.

#### **INSTRUCTIONAL SERVICES – Dr. Michelle Sumerel, Vice President**

##### **Academic Division, Mathematics – Robert Francis, Division Chair**

- **Melanie Bray** – Use of SmartBoard technology to illustrate the graphing of functions for improved student understanding.

##### **Academic Division, Social Science – Chris Stevenson, Division Chair**

- **Megan Eidt** - Began use of Apple TV in history classes beginning in the fall of 2017 to enhance instruction.

##### **eLearning Division – Denise Gillespie, Dean**

- **Bob Swanson** - Retrofitted videos in Physical Science online courses to include Closed Captioning

##### **Health Science Division – Rilla Jones, Dean**

- A.D.N. program implemented Exam Soft to increase test security, reliability, and provide in-depth statistical analysis of results.
- The CTE programs merged their Perkins equipment monies to purchase a high fidelity SIMS manikin for inter-disciplinary healthcare scenarios.
- Allied Health program faculty attended two training sessions to integrate the SIMS scenarios into their programs.
- Division faculty have volunteered to work in the SIMS laboratory to gain experience in planning and running scenarios.

- PTA program integrated the use of textbook publishers' online electronic media sources for PTA program textbooks.
- A.D.N. program implemented SherPath, a competency based software program for content assimilation.
- A.D.N., PTA, HIT, and OTA programs implemented Sim Chart for simulated electronic medical record.
- PTA program implemented the use of an anatomy application for PTA students in Kinesiology that was used on their personal devices.
- Surgical Technology developed varied approaches (computerized testing, NorthStar, and review guides) to increase success on the certification exam.
- The Health Admissions Management System (HAMS) was reviewed and modified by program officials to accept and evaluate applicants for the 2018 entering class.
- PTA program provided students web-based access to Clinical Site Information Forms (CSIF) for upcoming clinical experiences.

**Learning Resource Center – Janet Armour, Director**

- Library staff conducted **167** library instruction sessions for **2,883** traditional and dual-credit students.

**STUDENT SERVICES – Dr. Brad Boggs, Interim Vice President**

**Admissions/Registrar – Cay Lollar, Director**

- Trained counselors on the Tupelo and Fulton campus on Banner.
- Trained faculty and staff on admissions issues during professional development days.

## 4b. Maintain Adequate Technology

### **DEVELOPMENT & PLANNING – Wayne Sullivan, Vice President**

#### **Telecommunication & Information Services – Allen Coleman, Director**

- Upgraded web hosting platform (DotNetNuke).
- Implemented new website design.
- Upgraded Scout, prospective student website.
- Upgraded myTribe.
- Installed various Banner upgrades.
- Launched **62** Citrix thin clients in LRC on Fulton campus.
- Upgraded video surveillance system to new software.
- Upgraded hard drives in Computer Science department to SSDs.
- Started upgrade of all computers to Windows 10.
- Installed a new computer lab in the LRC on Tupelo campus.
- Installed classroom PCs, projectors and smartboard in Natural Science building on Tupelo campus.
- Installed phones, PCs, and wireless APs in new Maintenance building on Tupelo campus.
- Relocated Tupelo campus Network Core from now demolished Administration Building.
- Relocated Tupelo campus phone system from now demolished Administration building.
- Relocated computer lab on Tupelo campus from Admin 103 to Student Support 100.
- Upgraded hard drives in Student Support 104 and 106 on Tupelo campus.
- Completed conversion of Tupelo campus wireless APs to Aerohive.
- Completed conversion of Tupelo campus to VOIP telephones.
- Reconfigured IP scheme for Tupelo campus network.
- Implemented Network Access Control on Tupelo campus.
- Ran **32** additional network drops in the Win Job Center at Belden.
- Designed and implemented comprehensive technology infrastructure upgrades for the following buildings, including network infrastructure, wireless, and voice-over-IP telephones.

#### **HUMAN RESOURCES & ADMINISTRATION – Tim Senter, Executive Director**

- Purchased and implemented a new time record keeping system called TimeClock Plus. This software will allow the college to streamline its payroll process; eliminate the manual process of recording work time and submitting leave requests; and record work time more efficiently by giving supervisors, employees and student workers real time information. This digital system will provide cost savings in helping to eliminate unnecessary overtime.

#### **INSTRUCTIONAL SERVICES – Dr. Michelle Sumerel, Vice President**

##### **eLearning Division – Denise Gillespie, Dean**

- **Tequila Sunrise** - Chair MSVCC Instructional Technology committee to research and talk with vendors regarding technology in online courses.

#### **STUDENT SERVICES – Dr. Brad Boggs, Interim Vice President**

##### **Admissions/Registrar – Cay Lollar, Director**

- TIS Department created a new online application for admission. This allows Admissions/Records to process applications in an efficient manner with emails are sent automatically to students on their admission status. Students have the ability to look in the Admissions portal to see if there are still outstanding requirements and they can apply for selective admissions programs, financial aid, scholarships, and housing. Collaboration on this project included Admissions/Registrar.

##### **Advising – Mande Miller, Director**

- The TIS Department enhanced the myTribe portal to clarify advisor assignment and major for students and Advisors. The print course list information was enhanced to include number of hours earned to aid transcript review for graduation requirements.

##### **Recruiting – Marty Cooper, Director**

- The TIS Department created an online application packet, which enhances our future students the opportunity to have all forms making the process user friendly. Collaboration on this project included Recruiting.